

Job Description

Job Title	HR & Payroll Lead
Directorate	Strategy & Change
Service Area	People and Organisational Culture
Grade	12
Competency Level	3
Salary	£70,608 - £78,297
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	A9956

Job Purpose

Owens the HR & Payroll design of the future solution. They will work with and guide the Council design leads and functions through the implementation, bringing functional leading practise, stakeholder feedback and programmatic knowledge to the workstream.

Directly Responsible For:

4 X HR Analysts



Directly Responsible To:

Business Architect

Main Areas of Responsibility:

- Lead the HR & Payroll workstream on the programme, including all aspects of workstream management (planning, reporting, budget management, resource management, execution, and risk management. Etc
- Works collaboratively with the People and Organisational Culture Director and Heads and Service and external supplier(s) to deliver a fully integrated HR, Payroll and Finance system that supports the target operating model design and ambitions of the service and complies with relevant regulations
- Guiding the group of process area design leads through the implementation, helping them with designing a leading practice solution where possible and understanding the dependencies between areas of the taxonomy
- Manage the design governance for the workstream, creating and delivering design authority and board papers where required
- Ensures stakeholders, Design Leads, HR Analysts and core users are fully engaged and communicated with so that system and process change is embraced and embedded
- Identify further opportunities for automation, streamlining processes and enhancing service efficiency
- Support other programme workstreams (testing, data, change management) where required to ensure functional knowledge is shared across the programme

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for
- Adhere to project budgets throughout the system implementation lifecycle, ensuring financial compliance, accurate cost forecasting, and alignment with project milestones and resource allocations

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post involves sitting at a desk and using a computer screen for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 3**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Chartered membership of the Chartered Institute of Personnel and Development (MCIPD) and/or Chartered Institute of Payroll Professionals (CIPP) Qualification or equivalent professional qualification or equivalent work experience (A/I)

Experience

Essential

- Deep functional knowledge across HR & Payroll with evidence of continuous professional development in HR & Payroll system transformation (A/I)
- Proven experience of HR and Payroll system design and implementation which drives improvement to service delivery (A/I)
- Demonstrable experience of applying complex project management skills across a minimum of 3 HR and Payroll transformation projects, including planning, reporting, budget management, resource management, execution, and risk management (A/I)

Skills/Abilities

Essential

- Strong programmatic and workstream leadership skills (A/I)
- Strong communication and interpersonal skills to effectively collaborate with, negotiate with and influence stakeholders at all levels (A/I)
- Excellent verbal and written communication with the ability to simplify and succinctly play back complex ideas (A/I)
- Strategic thinking with the ability to manage competing priorities and deliver results under pressure (A/I)
- Deep understanding of public sector, HR and Payroll policies, legislation and regulations (A/I)
- Ability to build and develop effective partnerships at levels of the organisation, and with customers and suppliers (A/I)

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council